

**Department of the Interior, U.S. Fish and Wildlife Service Job Analysis**

**Title:** Administrative Technician (OA)    **Series:** 303    **Grade:** GS-5/6    **Org Code:**    **Position Numbers:** R3-35, R398086, R397087

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Assists the supervisor in actively developing annual budget estimates and in preparing justifications to the RO for additional funding requests.	Knowledge of budget and financial accounting processes, procedures, and regulations.	Yes	No	1	Required for this position
Is responsible for all purchasing and procurement of supplies, equipment, services, and repairs.	Knowledge of property and procurement management regulations and procedures.	Yes	No	1	Required for this position
Serves as imprest fund cashier. Assists to complete personnel forms; maintains personnel records; provides orientation to new employees; prepares and maintains time and attendance records; and prepares travel authorizations and vouchers.	Knowledge of various other administrative support functions in an office.	Yes	No	1	Required for this position
Composes inquiries for administrative and other non-routine matters, serves as office receptionist.	Ability to communicate both orally and in writing.	Yes	No	1	Required for this position
Uses personal computers for word processing, spreadsheets, database management, charts, and telecommunications.	Skill in the use of personal computers to perform word processing, database management, spreadsheets, and charts, etc.	Yes	No	1	Required for this position